



How to Manage jobs Using Folders

GP Controller for ApeosPro
C810/C750/C650

Version 1.0

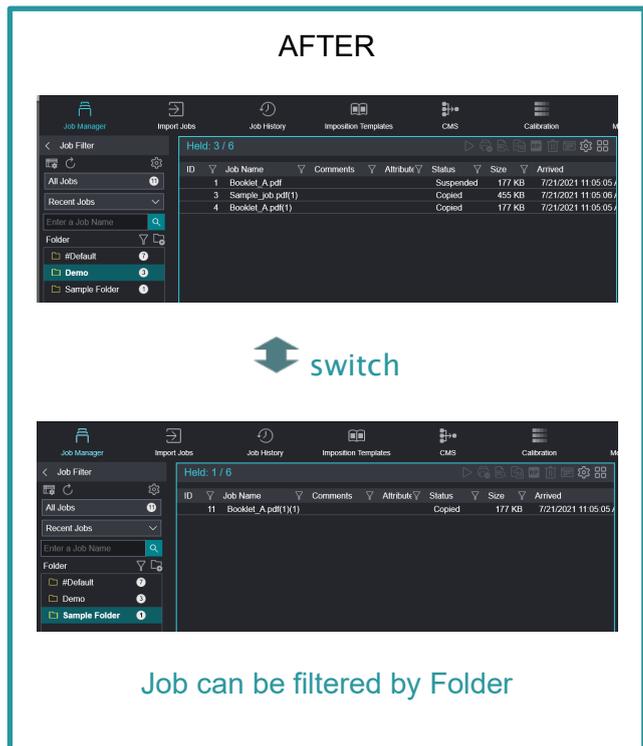
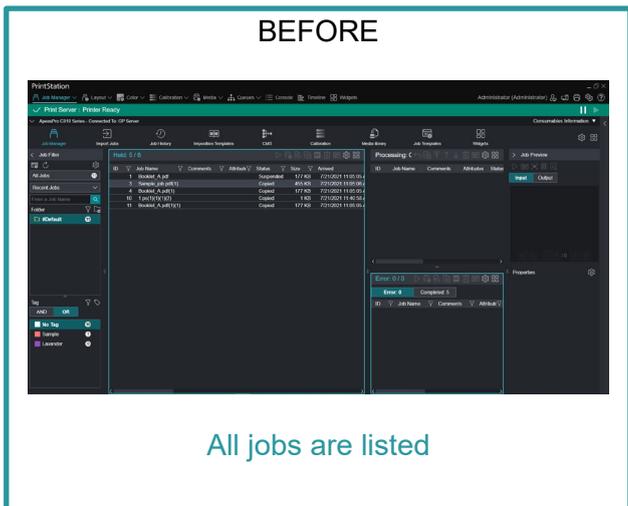
Overview

This exercise will demonstrate the ability to manage jobs by using the Folder feature of the GP Controller. The user can create Folders and easily store jobs in the folder by dragging & dropping files. This exercise will also demonstrate the way Folders can be used to filter jobs.

Objective

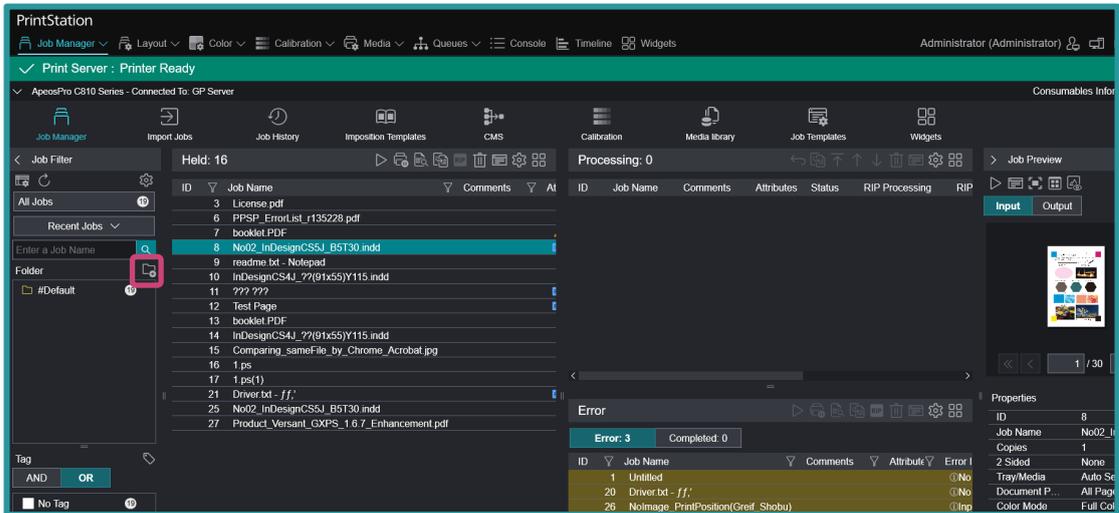
By the end of this exercise users will be able to:

- Find the location of the setting on GP Controller
- Create a new Folder
- Store jobs in Folder by Dragging & Dropping files
- Filter jobs using a Folder

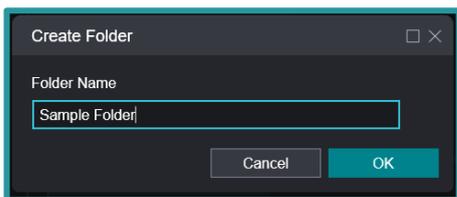


Create a Folder

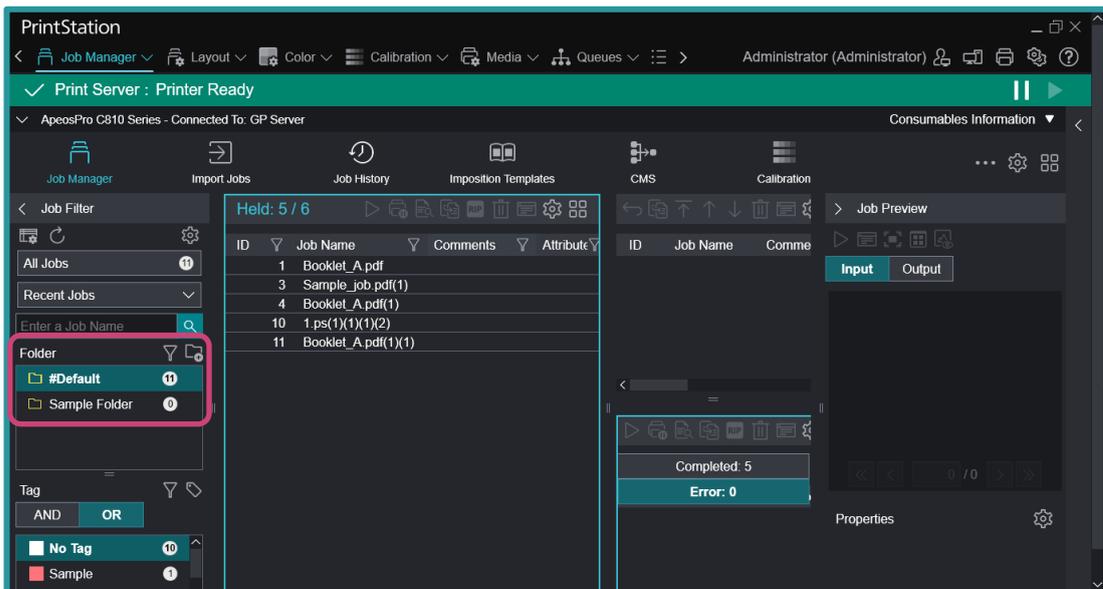
1. Click the  (Create Folder) button in the 'Job Filter' area.



2. Enter a Folder name. Then click **OK**.



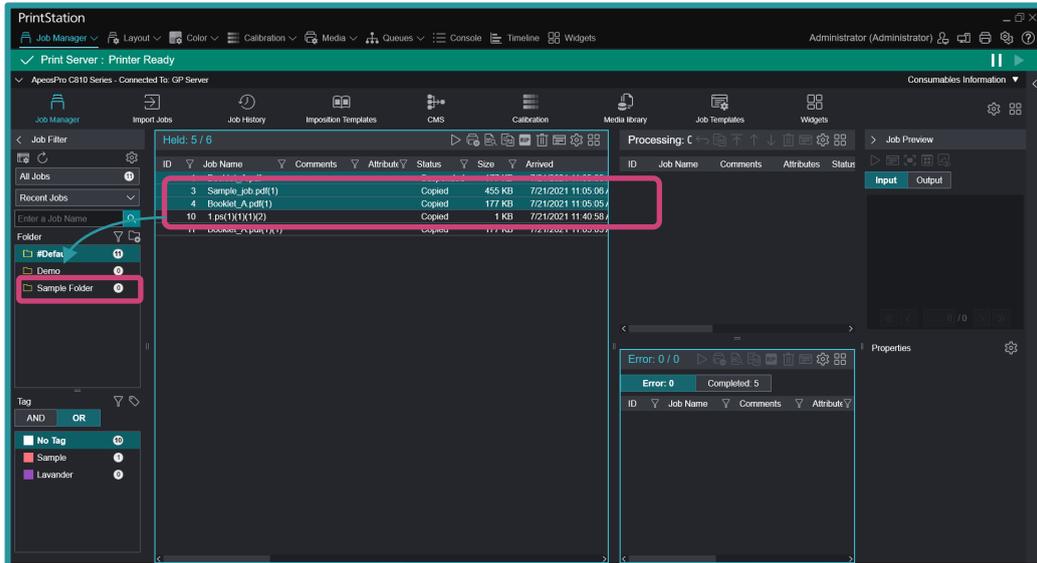
3. You can now see the Folder just created in the Job Filter Area.



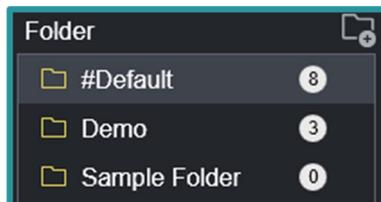
Congratulations you have now completed the task of creating a Folder. Please continue to the next exercise of storing jobs in a Folder.

Store Jobs in a Folder

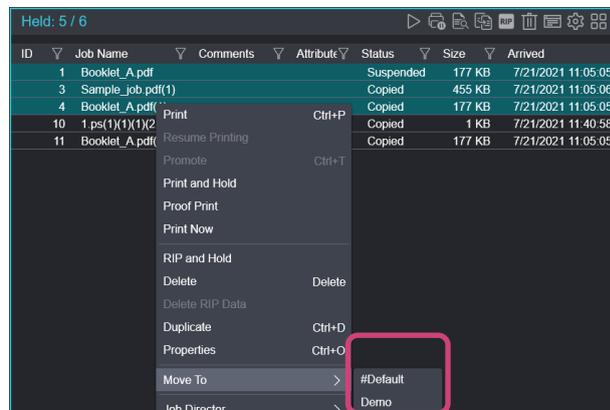
1. Select the required jobs in the Job List, and drag & drop them in to the Folder where you want them to be stored.



Each folder shows the number of stored jobs. Initially, all jobs are stored in the #Default folder.



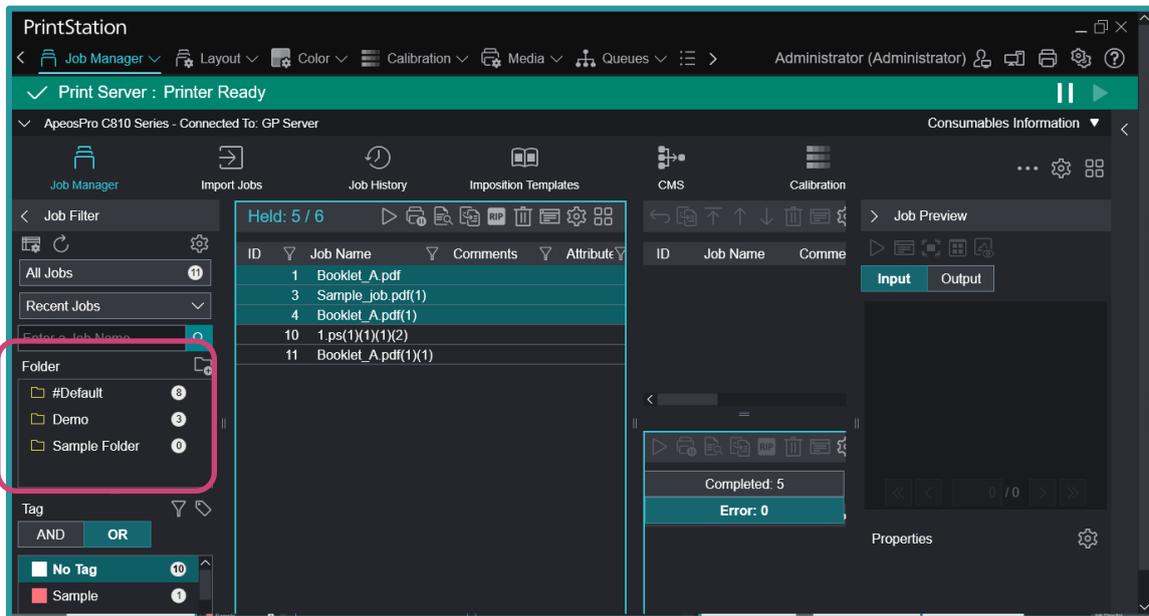
You can also store jobs in a folder by selecting the jobs to move, right-click > Move To, and then select a destination folder from the list of folders.



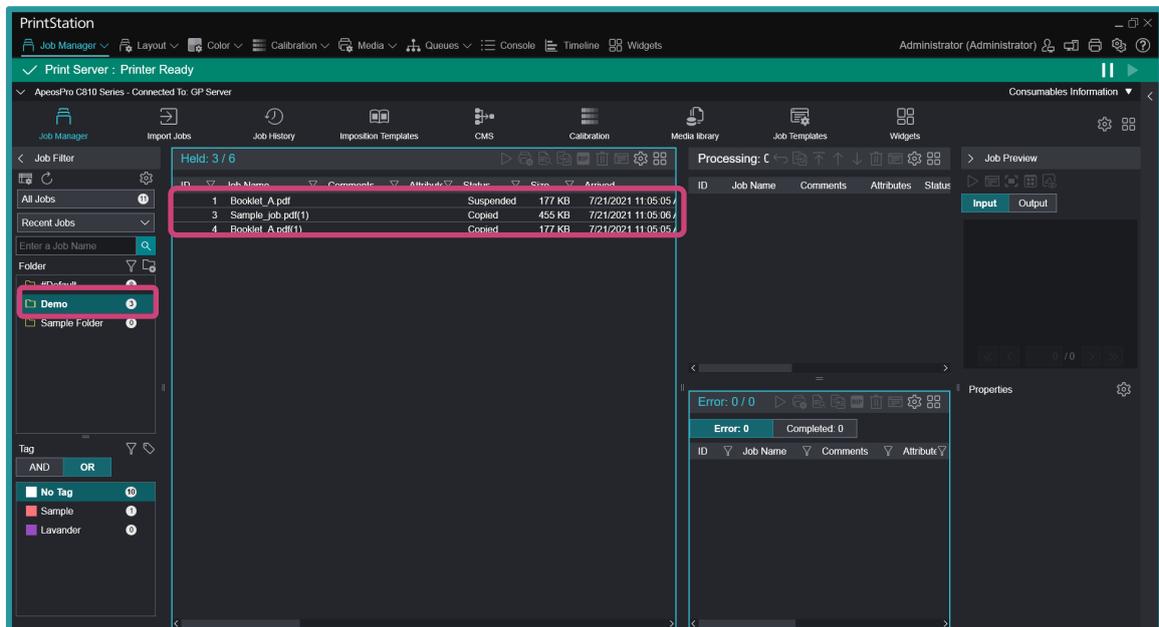
Congratulations you have now completed the task of strong jobs in a Folder
Please continue to the next exercise of using Folders to filter jobs.

Filter Jobs using a Folder

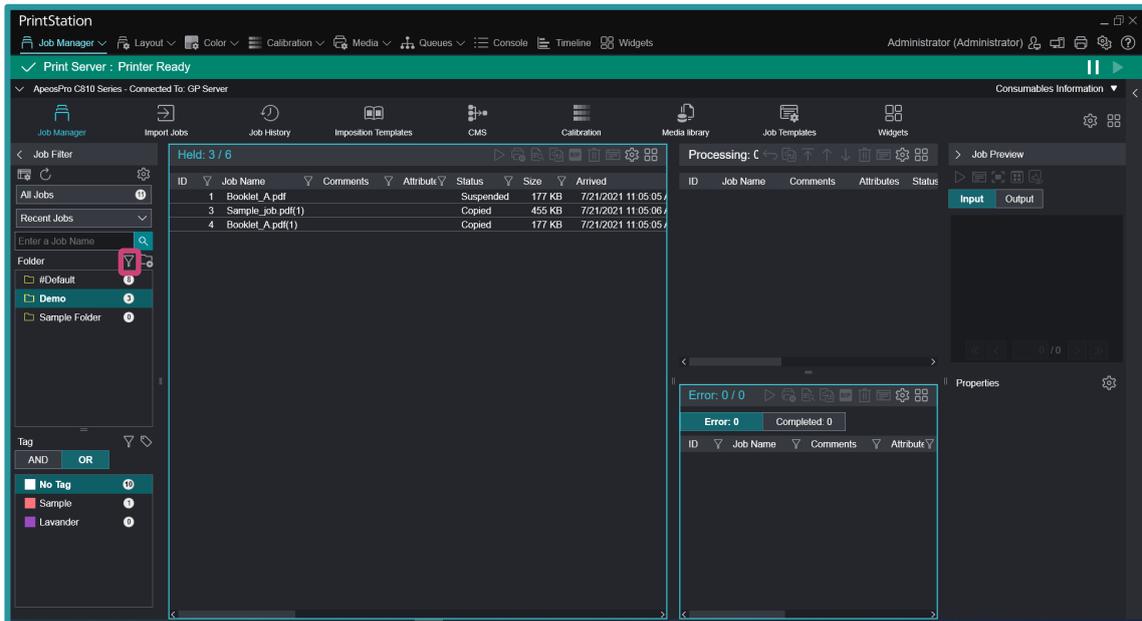
1. Select one of the Folders in the Job Filter area.



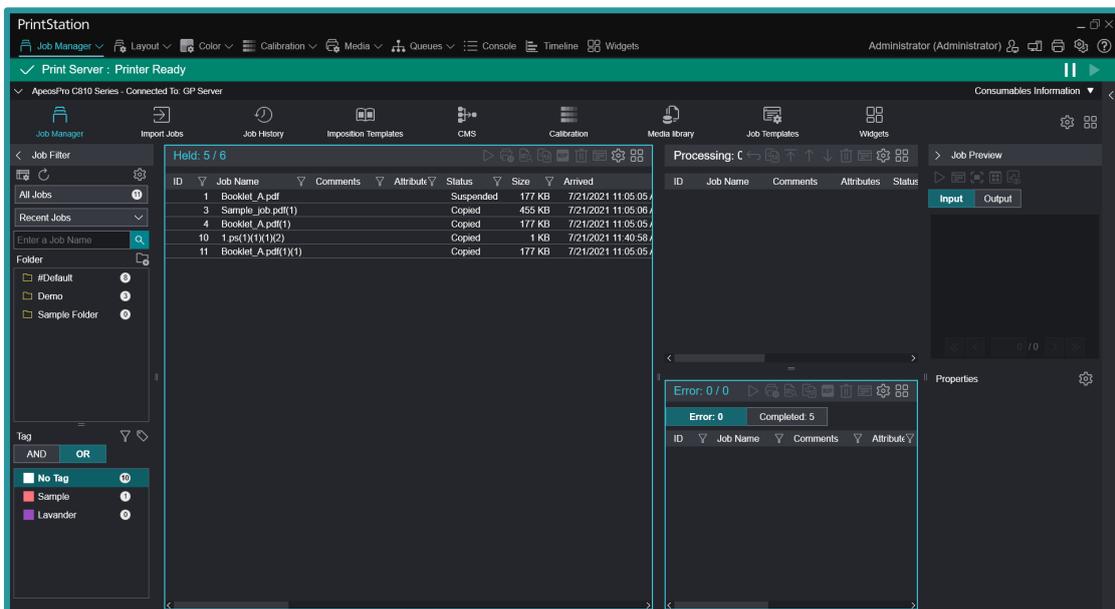
2. Only jobs in the selected Folder are displayed in the Job List.



3. If you want to clear Folder filtering, select the  (Clear Filter) icon.



4. Filtering is now cleared, and all the jobs are displayed.



Congratulations you have completed this exercise.

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